

MOCK DISASTER TABLETOP EXERCISE: ORGANIZATIONAL INFORMATION

1. Please provide the following information, which will be kept confidential.

Organization Name _____
Address _____
City, State, Zip _____
Website _____
Contact Person _____
Contact's E-mail _____
Contact's Phone _____
Contact's Fax _____

May we share the name of your organization (only) in summary reports about the pilot mock disaster tabletop exercises?

Yes _____ No _____

2. Which of the following best describes your organization? (please select all that apply)

Museum _____ **Archives/Special Collections** _____ **Library** _____
Historical society/museum/site _____ **Other** _____

3. Which of the following types of collections are among your holdings?

(please select all that apply)

| | Yes, we have this type | No, we don't have this type | Not sure |
|---|---------------------------|--------------------------------|-------------|
| Books and Bound Volumes | _____ | _____ | _____ |
| Unbound Sheets and Manuscripts | _____ | _____ | _____ |
| Photographic Collections | _____ | _____ | _____ |
| Motion Picture and Video Collections | _____ | _____ | _____ |
| Recorded Sound Collections | _____ | _____ | _____ |
| Digital Material Collections | _____ | _____ | _____ |
| Art Objects | _____ | _____ | _____ |
| Historic and Ethnographic Objects | _____ | _____ | _____ |
| Archaeological Collections | _____ | _____ | _____ |
| Natural Science Specimens | _____ | _____ | _____ |
| Living Collections | _____ | _____ | _____ |

4. Does your organization have a written emergency/disaster plan that includes your collections? (please select one)

Yes _____ No, but one is
 being developed _____ No _____ Not sure _____

If so, is your written emergency/disaster plan up-to-date? (please select one)

Yes _____ No _____ Not sure _____

Is your staff trained to carry it out? (please select one)

Yes _____ No _____ Not sure _____

5. Does your organization have a working relationship with your local emergency responders (e.g., fire, police)? (please select one)

Yes _____ No _____ Not sure _____

MOCK DISASTER TABLETOP EXERCISE: GROUP SELF-EVALUATION

| | |
|---|-----------------|
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Participant _____ | Job Title _____ |
| Other non-participants (optional) _____ | |

Please rate how well each item below was handled, on a scale of 1-5 (1=Poor, 5=Excellent)

Crisis Communications

- ___ Emergency first responders could be immediately identified and contacted, if necessary
- ___ Staff members urgently needed onsite could be quickly identified and contacted
- ___ Backup staff could be quickly identified and contacted when key personnel were unavailable
- ___ Key staff members who were offsite had a "pocket" disaster response plan stowed in their cars
- ___ Alternate means of communication had been planned in case phones/e-mail are down

Initial Situation Survey

- ___ Understood the type and scale of the emergency/disaster that occurred
- ___ Took appropriate steps to eliminate/neutralize the cause if still in progress
- ___ Evaluated and located safety hazards staff might encounter during recovery efforts
- ___ Determined the nature and severity of potential damage to collections
- ___ Planned steps to identify the location(s) of damaged collections and estimate the extent at risk

Organizing & Coordinating

- ___ Decided on one individual who will be in charge of recovery efforts
- ___ Determined if internal staff could handle the immediate situation and take initial recovery steps
- ___ Easily located up-to-date building plans showing emergency and mechanical/electrical systems
- ___ Easily located floor plans mapping current storage, exhibition areas, and priority collections
- ___ Planned effectively for handling potential security and access issues
- ___ Determined what emergency/disaster response supplies are on hand and where they are located
- ___ Could identify who has the authority to approve emergency expenditures
- ___ Decided on one individual who will handle all media inquiries

Rapid Collections Assessment

- ___ Could identify and locate all loans for immediate protection/recovery measures
- ___ Could easily locate all critical/unique collections records for which there are no off-site backups
- ___ Knew what emergency actions could be taken without jeopardizing insurance coverage
- ___ Knew how to quickly document damages before moving anything
- ___ Planned effectively for tracking and recording temporary locations before moving any collections
- ___ Could identify a good staging area and locate supplies needed for proper salvage handling there
- ___ Easily located lists of specialized local/regional resources, suppliers, and professional consultants

Please use the space below and back of sheet for any additional assessment comments.
(optional)

MOCK DISASTER TABLETOP EXERCISE: INDIVIDUAL SELF-EVALUATION

Participant _____ **Job Title** _____

What did you learn from this mock disaster tabletop exercise?

What were the most helpful parts of the process for you?

What were the least helpful parts of the process for you?

What changes could make the mock disaster tabletop exercise more effective?

What changes could make your organization's disaster plan more effective?

(Please feel free to use back of sheet for your comments.)

MOCK DISASTER TABLETOP EXERCISE: FACILITATOR ASSESSMENT REPORT

Date _____ Partner Organization _____

Facilitator _____ Observer _____

Other non-participants (optional) _____

Please rate how well each item below was handled, on a scale of 1-5 (1=Poor, 5=Excellent)

Crisis Communications

- ___ Emergency first responders could be immediately identified and contacted, if necessary
- ___ Staff members urgently needed onsite could be quickly identified and contacted
- ___ Backup staff could be quickly identified and contacted when key personnel were unavailable
- ___ Key staff members who were offsite had a "pocket" disaster response plan stowed in their cars
- ___ Alternate means of communication had been planned in case phones/e-mail are down

Initial Situation Survey

- ___ Understood the type and scale of the emergency/disaster that occurred
- ___ Took appropriate steps to eliminate/neutralize the cause if still in progress
- ___ Evaluated and located safety hazards staff might encounter during recovery efforts
- ___ Determined the nature and severity of potential damage to collections
- ___ Planned steps to identify the location(s) of damaged collections and estimate the extent at risk

Organizing & Coordinating

- ___ Decided on one individual who will be in charge of recovery efforts
- ___ Determined if internal staff could handle the immediate situation and take initial recovery steps
- ___ Easily located up-to-date building plans showing emergency and mechanical/electrical systems
- ___ Easily located floor plans mapping current storage, exhibition areas, and priority collections
- ___ Planned effectively for handling potential security and access issues
- ___ Determined what emergency/disaster response supplies are on hand and where they are located
- ___ Could identify who has the authority to approve emergency expenditures
- ___ Decided on one individual who will handle all media inquiries

Rapid Collections Assessment

- ___ Could identify and locate all loans for immediate protection/recovery measures
- ___ Could easily locate all critical/unique collections records for which there are no off-site backups
- ___ Knew what emergency actions could be taken without jeopardizing insurance coverage
- ___ Knew how to quickly document damages before moving anything
- ___ Planned effectively for tracking and recording temporary locations before moving any collections
- ___ Could identify a good staging area and locate supplies needed for proper salvage handling there
- ___ Easily located lists of specialized local/regional resources, suppliers, and professional consultants.

Please use the space below and back of sheet for any additional assessment comments.
(optional)

MOCK DISASTER TABLETOP EXERCISE: OBSERVER ASSESSMENT REPORT

How well did participants interact with each other?

What factor(s) expedited clear discussions leading to rapid yet effective decision-making?

At what stage(s) did confusion inhibit discussion or decision-making?

What problems arose that were not dealt with adequately?

What worked best about the process?

What worked least about the process?

What changes could make the mock disaster tabletop exercise more effective?

(Please feel free to use back of sheet for your comments.)